

PLANNING COMMISSION RESOLUTION NO. 22-04

A Resolution Recommending that the City Council adopt Amendments Related to Accessory Dwelling Units, Amending Chapters 19.04, 19.06, 19.08, 19.22, and 19.34 of Everett Municipal Code (EMC)

WHEREAS, THE PLANNING COMMISSION FINDS THE FOLLOWING:

- Everett, along with the Puget Sound Region, is experiencing a housing availability and affordability crisis; and
- 2. Comprehensive Plan Policies and Objectives supporting housing variety include:
 - HO-4.1 the city shall promote a wide variety of choices for safe and decent housing for all citizens through a variety of housing types; and
 - HO-4.2.1increase housing capacity through strategies that accommodate well designed infill housing that protect the character of the neighborhoods.
- 3. The Rethink Housing Strategy 1.1 directs evaluation and consideration of changes to Accessory Dwelling Units (ADUs) as follows:
 - 1.1: Promote Accessory Dwelling Unit development through changes to regulations and processes.
 - Remove owner occupancy requirement
 - Provide free model base plans to streamline permit process
 - Waive lot coverage restrictions
 - Support additional fee waivers for new ADUs

Study obstacles to ADU development to better understand administrative, technical, and regulatory constraints;

and

- 4. The proposed amendments will facilitate the creation of housing, including homeownership opportunities, by reducing regulatory barriers; and
- 5. The Planning Commission conducted a public hearing on December 6, 2022, has considered the recommendations by staff of the Planning Division, and considered public testimony concerning the proposed amendments to the accessory dwelling unit regulations; and
- 6. The proposed amendments are consistent with the applicable provisions of the



City of Everett Comprehensive Plan; and

- 7. The proposed amendments bear a substantial relation to public health, safety or welfare; and
- 8. The proposed amendments promote the best long-term interests of the Everett community.

NOW, THEREFORE, THE PLANNING COMMISSION RECOMMENDS THE FOLLOWING:

The Planning Commission recommends that the City Council adopt the code amendments attached hereto as Exhibit A and incorporated herein as if fully set forth.

Planning Commission Chair

Dated: December 6, 2022

Commissioner Adkins, Commissioner Ballard, Commissioner Chatters, Commissioner Zelinski, For: Commissioner Yanasak, Commissioner Lavra, and Chair Finch

Against:

None

Absent:

Commissioner McGinn

Abstain:

None



EXHIBIT A: PROPOSED AMENDMENTS

EMC	Revision								 		
19.04.050 Residential Use Definitions.	"Dwelling unit, accessory," or "ADU" means a dwelling unit which is subordinate to the permitted principal dwelling unit or units located on the same lot. "Dwelling unit, accessory," or "ADU," means a dwelling unit located on the same lot as a single family housing unit, duplex, triplex, or townhome. 1. A "detached" accessory dwelling unit (DADU) means an accessory dwelling unit that consists partly or entirely of a building that is separate and detached from a single family housing unit, duplex, triplex or townhome. 2. An "attached" accessory dwelling unit means an accessory dwelling unit located within or attached to a single-family housing unit, duplex, triplex or townhome.							rame ng ached			
19.05.080 Table 5-1	USE R-S R-1 R-2 R-2 UR3 UR4 NB B MU LI1 HI AG Dwelling unit, accessory See EMC 19.08.100, Accessory dwelling units. *Allowed if meeting the minimum density requirements set forth in EMC 19.06.100.							P			
19.08.100 Accessory dwelling units.	The regulations in this section shall apply to accessory dwelling units (ADUs), whether attached or detached to a single family housing unit, duplex, triplex or townhome. The term "ADU" as used in this section shall apply to either attached or detached accessory dwelling units. The term "DADU" as used in this section shall apply only to detached accessory dwelling units. In the event there is a conflict between the provisions of this section or any other provision of the EMC, the provisions of this section shall control.										
19.08.100(A) General Standards.	A. General Standards. The following table is a summary of the standards required for ADUs in the single family (SF) zones (R-S, R-1, R-2, R-2(A)), and within the UR3 zone if within an area designated as an Everett historic district or historic overlay. In the event there is a conflict between the provisions of this section or any other provision of the EMC, the provisions of this section shall control.										
19.08.100(A) Table 8-6: ADU Standards 1) Owner Occupancy.	a) R-S, R-1, and R-2 zones: One of the units must be owner-occupied. b) Other zones: Owner occupancy not required.										
19.08.100(A) Table 8-6: ADU Standards 2) 1) Lot Requirements 19.08.100(A) Table 8-6: ADU Standards 2) Number of Units	a)—No minim b)—Only one- c)—An ADU m Up to two AD	ADU _I	per lo	t. segre	sated				pal dv	vellin _t	2.



EMC	Revision
Number of units	
19.08.100(A) Table 8-6: ADU Standards 3) ADU Size	a) Single-family dwelling unit: An ADU attached or detached from a single-family dwelling unit shall not exceed a gross floor area the lesser of 1) 15% of the total lot area; 2) 1,000 square feet; or 3) the principal dwelling's building footprint.
	b) Duplex, triplex or townhome: An ADU attached or detached from a duplex, triplex or townhome shall not exceed a gross floor area the lesser of 1) 7.5% of the total lot area; 2) 1,000 square feet; or 3) 37.5% of the gross floor area of the dwelling; provided, however, that an ADU is permitted to be no less than 440 square feet.
	An ADU shall not exceed a gross floor area of 1,000 square feet, except no maximum size for an ADU located within one floor of a principal dwelling unit.
19.08.100(A)	a) See applicable zone (Chapter 19.06 EMC).
Table 8-6: ADU Standards 4) Lot Coverage.	b) An increase of 5% may be allowed, using Review Process I, if necessary to allow a DADU on an existing developed lot that meets all other requirements of this section. An additional 5% of the lot's ground area may be used for up to two accessory dwelling unit(s).
19.08.100(A) Table 8-6: ADU Standards 5) Maximum Height.	See Chapter <u>EMC Section</u> 19.22.020 EMC .
19.08.100(A) Table 8-6: ADU Standards 6) Setbacks.	See Chapter 19.06 EMC.
19.08.100(A) Table 8-6: ADU Standards 7) Parking and Vehicular Access.	See city standards in EMC Title 13 and Chapter 19.34 EMC.
19.08.100(A) Table 8-6: ADU Standards 8) Historic Overlay.	Any ADU located within an historic overlay zone that is not entirely within the principal dwelling unit must also comply with the design requirements of the historic overlay and be reviewed by the city's historical commission with a recommendation to the planning director.



EMC	Revision
19.08.100(B) Design Standards	B. Design Standards. An ADU shall meet the design standards in this section. The planning director shall consider the impact that any requested modification will have on abutting properties in terms of aesthetics, privacy, view impacts, and compatibility with the character of other dwellings.
	 Attached ADUs. The appearance and character of the dwelling shall be maintained when viewed from the surrounding neighborhood.
	a. Single-Family (One-Unit) and Townhouse Dwellings.
	Only one entrance to the residential structure may be located on any street side of the structure; provided, however, that this limitation shall not affect the eligibility of a residential structure which has more than one entrance on the front or street side on the effective date of the ordinance codified in this section.
	b. Duplex and Triplex (Two- and Three Unit) Dwellings. Any ADU attached to a two- or three unit dwelling shall comply with the front porch and entrance requirements set forth in EMC 19.08.050.
	2. Historic Overlay Zones. On lots located in the historic overlay zone, an attached ADU shall comply with the standards of subsection (B)(1) of this section. A DADU shall comply with the development and design standards of the H overlay zone.
	3. Detached ADUs. The planning director shall promulgate a design manual of examples and best practices for the design of DADUs and compatibility with the surrounding neighborhood. The city shall have the authority to require changes to the design of a DADU that is not consistent with best practices identified in the design manual. In addition:
	 a. The DADU shall be designed to give the appearance that it is secondary to the principal dwelling.
	 b. Siding, roofing, windows and building trim materials shall visually match those used on the principal dwelling when in good repair.
	c. The roof pitch shall be similar to the predominant roof pitch on the principal dwelling.
19.08.100(C) Owner Occupancy, When Required.	1. Either the principal dwelling unit or the ADU shall be occupied by the owner of the property as his or her principal residence when located within the R-S, R-1, or R-2 zones.
roquii cui	2. When required, prior to issuance of a permit for an accessory dwelling unit, the property owner shall submit to the city a signed affidavit affirming that the owner occupies the principal dwelling as his or her principal residence and will occupy either the principal dwelling or accessory dwelling after completion of the accessory dwelling unit.
	3. When required, the owner shall record a covenant with the Snohomish County auditor, approved by the director, that shall run with the land as long as the ADU is maintained on the property. The property owner shall submit proof that the covenant has been recorded with the Snohomish County auditor's office prior to issuance of the building permit.
	4. When required, the property owner shall certify to the city no later than April 1st of each year that the owner occupies one of the dwellings as his or her principal residence. Any person who fails to report or falsely certifies that he or



ЕМС	Revision	Revision						
				ated address shall l of Chapter 1.20 EM				
19.08.100(D) Modification of Standards		Review Process			r modify the design le 15 and criteria set			
19.06.020(F) Building Setbacks for Accessory Dwelling Units (ADU)	The following table is a summary of the standards required for ADUs: in the R-S, R-1 and R-2 zones, and within the UR3 zone if within an area designated as an Everett historic district or historic overlay: Table 6-4: ADU Building Setbacks							
	Subject			dard				
	Minimum Setbac	ks:	a) Alley Lots. No minimum rear setback. b) Non-alley Lots. <u>5-foot rear setback</u> , 20 foot rear setback; provided, that a detached ADU may have a 5-foot rear setback if the building does not exceed 18 feet in height requirements in Chapter 19.22 EMC.					
19.22.020(A)(2) Maximum Building Heights – Detached Accessory Residential Buildings and Accessory Dwelling Units	Maximum building heights for detached accessory residential buildings and detached accessory dwelling units (DADUs) are set forth in Table 22-2 below. Table 22-2: Maximum Detached Accessory Residential Building and Accessory Dwelling Unit Building Heights							
Accessory Dwening ones				Zone				
	Development Site	Single-Family Zones (R-S, R-1 R-2, R-2(A))		UR3	UR4			
	Alley lots	28' maximum 1. 6:12 pitch roof or greater: 2 floors up to 24' 2. Less than 6:12 pitch roof: 1 1/2 floors up to 18'		2 floors, up to 28' maximum	The greater of 2 floors, up to 28' maximum, or the height of the existing/proposed principal building			
	Non-alley lots	24' maximum 1 1/2 floors t 18' maximum	p to	2 floors up to 24' maximum	2 floors up to 24' maximum			
	buildings and principal buil principal buil	I dwelling units ding and with ding and acces	a mini sory l	ch are constructed imum attachment coulding, may be con	ight Limits. Accessory as an integral part of the of ten feet to both the nstructed to the beated; provided, that			



EMC	Revision								
	the attached accessory building meets all setbacks required for the principal building.								
	4 <u>3</u> . See EMC <u>19.22.090</u> for height limits on other accessory uses and structures.								
EMC 19.34.020 Required off-street parking	The minimum number of required off-street vehicle parking spaces shall be determined in accordance with Table 34-1, unless otherwise set forth in this chapter.								
spaces	-	Table 34-1: Off-Street Parking Spaces Required.							
		Accessory dwelling unit	1, plus required space(s) for principal dwelling; see EMC 19.34.050(C) for exceptions						
	* See	e exceptions and reductions	s in EMC 19.34.050 or 19.34	.060.					
EMC 19.34.050(C) Exceptions to off-street parking space requirements.	C. Accessory Dwelling Units. The requirement for one off street parking space for an accessory dwelling unit (ADU) minimum off-street parking requirement for an accessory dwelling unit may be waived by the planning director, when all of the following circumstances apply: is waived for properties within one-mile walking distance of a transit stop or station with all day service (at least one trip per hour 7am-8pm weekdays) and for properties that are:								
	1	property is not located in a nits and (Chapter 46.30 EM(residential parking permit z C); and	one when					
	2. The	property has frontage on a	public street; and						
	3. Ther		parking spaces in front of t	he subject					
	4. There is a public transit stop located within one-quarter mile walking distance of the property with a safe walking path to the transit stop.								
	1. Not	located in a residential park	king permit zone with time l	imits; and					
	2. The property has frontage on a public street; and								
	 There are at least two on-street parking spaces in front of the property. 								



EMC	Revision
15.02.070	2. Modification of Development Standards. The following modification of
Review Process II	development standards allowed by this title are included as REV II decisions:
Planning director review.	a. Accessory dwelling units (Section 19.08.100);
_	 → a. Modification of lot width requirements or on-site open space standards (Chapter 19.08);
	e b. Modification of specific use standards (Chapter 19.13); and
	d c. Modification of structured parking standards (Section 19.12.110).



EXHIBIT A: PROPOSED AMENDMENTS

EMC	Revision											
19.04.050 Residential Use Definitions.	"Dwelling unit, accessory," or "ADU" means a dwelling unit which is subordinate to the permitted principal dwelling unit or units located on the same lot. "Dwelling unit, accessory," or "ADU," means a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, or townhome. 1. A "detached" accessory dwelling unit (DADU) means an accessory dwelling unit that consists partly or entirely of a building that is separate and detached from a single-family housing unit, duplex, triplex or townhome. 2. An "attached" accessory dwelling unit means an accessory dwelling unit located within or attached to a single-family housing unit, duplex, triplex or townhome.											
19.05.080 Table 5-1	USE Dwelling unit, accessory				,		UR4 P⁵ ory dw	_		LI1 LI2 P	HI set fo	AG P
19.08.100 Accessory dwelling units.	The regulations in this section shall apply to accessory dwelling units (ADUs), whether attached or detached to a single-family housing unit, duplex, triplex or townhome. The term "ADU" as used in this section shall apply to either attached or detached accessory dwelling units. The term "DADU" as used in this section											
19.08.100(A)	shall apply only to detached accessory dwelling units. In the event there is a conflict between the provisions of this section or any other provision of the EMC, the provisions of this section shall control. A. General Standards.—The following table is a summary of the standards											
General Standards.	required for ADUs-in the single family (SF) zones (R-S, R-1, R-2, R-2(A)), and within the UR3 zone if within an area designated as an Everett historic district or historic overlay. In the event there is a conflict between the provisions of this section or any other provision of the EMC, the provisions of this section shall control.											
19.08.100(A) Table 8-6: ADU Standards 1) Owner Occupancy.	a) R-S, R-1, and R-2 zones: One of the units must be owner-occupied. b) Other zones: Owner occupancy not required.											
19.08.100(A) Table 8-6: ADU Standards 2) 1) Lot Requirements 19.08.100(A)	a)—No minimum lot size required. b) Only one ADU per lot. c) An ADU may not be segregated from ownership of the principal dwelling. Up to two ADUs per one principal dwelling unit or principal lot.											
Table 8-6: ADU Standards 2) Number of Units												



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Number of units	
19.08.100(A) Table 8-6: ADU Standards 3) ADU Size	a) Single-family dwelling unit: An ADU attached or detached from a single-family dwelling unit shall not exceed a gross floor area the lesser of 1) 15% of the total lot area; 2) 1,000 square feet; or 3) the principal dwelling's building footprint.
	b) Duplex, triplex or townhome: An ADU attached or detached from a duplex, triplex or townhome shall not exceed a gross floor area the lesser of 1) 7.5% of the total lot area; 2) 1,000 square feet; or 3) 37.5% of the gross floor area of the dwelling; provided, however, that an ADU is permitted to be no less than 440 square feet.
	An ADU shall not exceed a gross floor area of 1,000 square feet, except no maximum size for an ADU located within one floor of a principal dwelling unit.
19.08.100(A)	a) See applicable zone (Chapter 19.06 EMC).
Table 8-6: ADU Standards 4) Lot Coverage.	b) An increase of 5% may be allowed, using Review Process I, if necessary to allow a DADU on an existing developed lot that meets all other requirements of this section. An additional 5% of the lot's ground area may be used for up to two accessory dwelling unit(s).
19.08.100(A) Table 8-6: ADU Standards 5) Maximum Height.	See Chapter <u>EMC Section</u> 19.22.020 EMC .
19.08.100(A) Table 8-6: ADU Standards 6) Setbacks.	See Chapter 19.06 EMC.
19.08.100(A) Table 8-6: ADU Standards 7) Parking and Vehicular Access.	See city standards in EMC Title 13 and Chapter 19.34 EMC.
19.08.100(A) Table 8-6: ADU Standards 8) Historic Overlay.	Any ADU located within an historic overlay zone that is not entirely within the principal dwelling unit must also comply with the design requirements of the historic overlay and be reviewed by the city's historical commission with a recommendation to the planning director.



EMC	Revision
19.08.100(B) Design Standards	B. Design Standards. An ADU shall meet the design standards in this section. The planning director shall consider the impact that any requested modification will have on abutting properties in terms of aesthetics, privacy, view impacts, and compatibility with the character of other dwellings.
	 Attached ADUs. The appearance and character of the dwelling shall be maintained when viewed from the surrounding neighborhood.
	a. Single-Family (One-Unit) and Townhouse Dwellings.
	Only one entrance to the residential structure may be located on any street side of the structure; provided, however, that this limitation shall not affect the eligibility of a residential structure which has more than one entrance on the front or street side on the effective date of the ordinance codified in this section.
	b. Duplex and Triplex (Two- and Three-Unit) Dwellings. Any ADU
	attached to a two- or three-unit dwelling shall comply with the front
	porch and entrance requirements set forth in EMC 19.08.050.
	2. Historic Overlay Zones. On lots located in the historic overlay zone, an attached ADU shall comply with the standards of subsection (B)(1) of this section. A DADU shall comply with the development and design standards of the H overlay zone.
	3. Detached ADUs. The planning director shall promulgate a design manual of examples and best practices for the design of DADUs and compatibility with the surrounding neighborhood. The city shall have the authority to require changes to the design of a DADU that is not consistent with best practices identified in the design manual. In addition:
	a. The DADU shall be designed to give the appearance that it is
	secondary to the principal dwelling.
	 b. Siding, roofing, windows and building trim materials shall visually match those used on the principal dwelling.
	 c. The roof pitch shall be similar to the predominant roof pitch on the principal dwelling.
19.08.100(C) Owner Occupancy, When Required.	1. Either the principal dwelling unit or the ADU shall be occupied by the owner of the property as his or her principal residence when located within the R-S, R-1, or R-2 zones.
•	2. When required, prior to issuance of a permit for an accessory dwelling unit, the property owner shall submit to the city a signed affidavit affirming that the owner occupies the principal dwelling as his or her principal residence and will occupy either the principal dwelling or accessory dwelling after completion of the accessory dwelling unit.
	3. When required, the owner shall record a covenant with the Snohomish County auditor, approved by the director, that shall run with the land as long as the ADU is maintained on the property. The property owner shall submit proof that the covenant has been recorded with the Snohomish County auditor's office prior to issuance of the building permit.
	4. When required, the property owner shall certify to the city no later than April 1st of each year that the owner occupies one of the dwellings as his or her principal residence. Any person who fails to report or falsely certifies that he or



EMC	Revision						
		-		ated address shall b f Chapter 1.20 EMC	-		
19.08.100(D) Modification of Standards	standards, using Re	t property owner may request that the planning director modify the design tandards, using Review Process II as set forth in EMC Title 15 and criteria set orth in Chapter 15.03 EMC.					
19.06.020(F) Building Setbacks for Accessory Dwelling Units (ADU)	The following table is a summary of the standards required for ADUs: in the R-S, R-1 and R-2 zones, and within the UR3 zone if within an area designated as an Everett historic district or historic overlay: Table 6-4: ADU Building Setbacks						
,	Subject		Stan				
	Minimum Setback	s:	Alley Lots. No minim	num rear setback.			
				Non-alley Lots. <u>5-fo</u>	_		
			20 foot rear setback; provided, that a detached ADU may have a 5-foot rear setback if the building does not exceed 18 feet in height requirements in Chapter 19.22 EMC.				
19.22.020(A)(2) Maximum Building Heights – Detached Accessory Residential Buildings and	Maximum building heights for detached accessory residential buildings and detached accessory dwelling units (DADUs) are set forth in Table 22-2 below. Table 22-2: Maximum Detached Accessory Residential Building and Accessory Dwelling Unit Building Heights						
Accessory Dwelling Units			Zone				
	Development Site	Single-Fan Zones (R-S, R-2, R-2(R-1,	UR3	UR4		
	Alley lots	28' maximum 1. 6:12 pitch roof or greater: 2 floors up to 24' 2. Less than 6:12 pitch roof: 1 1/2 floors up to 18'		2 floors, up to 28' maximum	The greater of 2 floors, up to 28' maximum, or the height of the existing/proposed principal building		
	Non-alley lots	24' maximun 1 1/2 floors u 18' maximun	ı p to	2 floors up to 24' maximum	2 floors up to 24' maximum		
	buildings and principal buik principal buik	dwelling unit ding and with ding and acces	s, whi a min ssory l	ch are constructed imum attachment coulding, may be co	ight Limits. Accessory as an integral part of the of ten feet to both the nstructed to the ocated; provided, that		



EMC	Revision							
	the attached accessory building meets all setbacks required for the principal building. 43. See EMC 19.22.090 for height limits on other accessory uses and structures.							
EMC 19.34.020 Required off-street parking spaces	The minimum number of required off-street vehicle parking spaces shall be determined in accordance with Table 34-1, unless otherwise set forth in this chapter. Table 34-1: Off-Street Parking Spaces Required.							
		Table 34-1. Oll-Street P	Tarking Spaces Required.	1				
		Land Use Minimum Parking Spaces Required*						
		Accessory dwelling unit	1, plus required space(s) for principal dwelling; see EMC 19.34.050(C) for exceptions					
	* See	e exceptions and reductions	s in EMC 19.34.050 or 19.34	.060.				
EMC 19.34.050(C) Exceptions to off-street parking space requirements.	C. Accessory Dwelling Units. The requirement for one off-street parking space for an accessory dwelling unit (ADU) minimum off-street parking requirement for an accessory dwelling unit may be waived by the planning director, when all of the following circumstances apply: is waived for properties within one-mile walking distance of a transit stop or station with all day service (at least one trip per hour 7am-8pm weekdays) and for properties that are:							
	1. The		residential parking permit z	one when				
	2. The 	property has frontage on a	public street; and					
	3. Ther		parking spaces in front of t	he subject				
		•	ated within one-quarter mi e walking path to the transi	-				
	<u>1. Not l</u>	ocated in a residential park	ing permit zone with time li	imits; and				
	2. The	property has frontage on a	public street; and					
	3. There		parking spaces in front of t	he subject				



EMC	Revision				
15.02.070	2. Modification of Development Standards. The following modification of				
Review Process II	development standards allowed by this title are included as REV II decisions: a. Accessory dwelling units (Section 19.08.100);				
Planning director review.					
	 b a. Modification of lot width requirements or on-site open space standards (Chapter 19.08); 				
	ϵ b. Modification of specific use standards (Chapter 19.13); and				
	d c. Modification of structured parking standards (Section 19.12.110).				

